

Armory Board

Meeting Minutes

Tuesday, 11 July 2000

3:00 P.M.

Fauquier County Armory Board

Harvey L. Pearson National Guard Armory

1) Call to Order & Opening Remarks.

The Chairman called the meeting to order at 3:00 p.m.

Board Members Attending:

Harvey L. Pearson, Chairman

Mitchel T. Coffey, Cedar Run District

Willis P. Risdon, At Large

Fred G. Wayland, Jr., Marshall District

Joe Winkelmann, Board of Supervisors

Ray Willingham, Lee District

Staff Attending

Mark Cornwell, Assistant County Administrator

Lynn Balamuta, Board Accountant

SFC Basham, NCOIC

Billy Jenkins

Board Members Absent:

Jeanlou Combemale, Scott District

Michael Muztafago, Center District

2) Introduction of New Members.

Chairman Pearson introduced Ray Willingham as a new member and briefly reviewed the history of the Armory Board and its responsibilities.

3) Introduction of Guests and Visitors.

There were no guests or visitors in attendance.

4) Minutes.

Mr. Wayland motioned, and Mr. Willingham seconded, to approve the minutes as written. The motion passed unanimously.

5) Financial Reports.

Lynn Balamuta provided the following financial information:

- As of June 30, 2000, the Armory checking account had a balance of \$3,870.64, which included \$750.68 in the table fund.

- Copies of the monthly financial reports for March 2000 through June 2000 are attached to these minutes. Ms. Balamuta also provided a detailed description of Armory revenues compared to expenditures by month from July 1999, through June 2000.

Mr. Risdon questioned the reason for the spikes in the Town of Warrenton utilities in the months of February and March 2000. Ms. Balamuta indicated that she thought these spikes were caused by a water leak that was subsequently repaired. She will verify this information for the next meeting.

Mr. Winkelmann noted in the revenue and expenditure comparisons that the expense for asphalt paving was captured in the month of April 2000, but the revenue for transfer from savings was not captured for the same month. Ms. Balamuta agreed to make those corrections for the next meeting.

6) **Report by NCOIC.**

- a) SFC Basham reported the following actions had been completed:
 - Twenty tables had been ordered and received,
 - Trees had been trimmed,
 - Paving had been completed,
 - Motor pool fence had been installed,
 - A lectern had been received, and
 - The Armory had received a new ice machine.
- b) SFC Basham provided the results of his research regarding how the Armory was publicized in Fauquier County. He distributed a brochure entitled, "*Fauquier County and Warrenton, Virginia, a Natural and Historic Treasure: A Guide to Dining, Lodging, Events, Attractions, Facilities, Wineries, Maps*" in which the Armory is currently listed under conferences/receptions as item 4. SFC Basham indicated that it was time for renewal and it would cost \$75 to be listed in the new brochure prepared by the Chamber of Commerce. The Committee discussed adding the maximum occupancy number, the price range, and possibly directions to the current listing. Mr. Winkelmann motioned, and Mr. Risdon seconded, to approve the expenditure of \$75 to include the Armory in next year's brochure. In addition, Mr. Winkelmann recommended changing the alphabetical arrangement of our name to start with the word "Armory" so it would appear second in the listing. SFC Basham will prepare the survey sheet and return it with the fee of \$75 to the Chamber of Commerce.

SFC Basham stated the Armory appeared on the Fauquier County home page, with the appropriate information for making contact and getting information.

7) **Building and Grounds Update.**

- a) The asphalt project, approved by the Department of Military Affairs, is complete.
- b) The compound fence project is complete.
- c) All door repairs are complete, and all latches have been installed. SFC Basham complimented Billy Jenkins and his staff for the job done, and further suggested that six wooden doors, surrounding the drill hall, be refurbished as well. Mr. Jenkins will review the requirements, and see if the work can be performed in-house.

- d) SFC Basham stated the Department of Military Affairs had money available to repair the Armory's windows, but made the offer at year-end, and too late in the process to be utilized. After some discussion, the Committee agreed we should push for funding in the current year, and the Chairman requested that Mr. Cornwell prepare a letter for his signature to the Department of Military Affairs, making that request.

8) **Other Business.**

There was no other business.

9) **Next Meeting**

The next meeting is scheduled for Tuesday, October 3, 2000, at 3 p.m. at the Armory.

10) **Meeting Adjournment**

The Chairman adjourned the meeting at 3:50 p.m.

Attachments:

- *Monthly financial reports: March 2000 through June 2000*
- *Comparison of revenues to expenditures: July 1999 to June 2000*
- *Extract: Fauquier County and Warrenton, Virginia; A Natural and Historic Treasure. A Guide to Dining, Lodging, Events, Attractions, Facilities, Wineries, Maps*